



CITY OF NICHOLS HILLS, OKLAHOMA
Application for Certificate of Approval
Nichols Hills Building Commission

Completed applications and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Staff use only

Case # _____

Date filed _____

Fee receipt # _____

This application requires approval by the Nichols Hills Building Commission. Applicant is encouraged to consult *The Nichols Hills Building Demolition, Design, and Construction Guidelines* (the "Guidelines") and the *Building Commission Review Information and Checklist*; and Article V, *Building Commission*, in Chapter 50 of the Nichols Hills City Code (the "Code"). If this application includes a building demolition or moving approval request, applicant should also consult Article IX, *Building Moving and Demolition*, in Chapter 8 and Sec. 50-129 if the building proposed for demolition or moving is a dwelling.

Attach a separate sheet to provide complete answers if necessary.

Applicant's name: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

Proposed project address or descriptive location: _____

Applicant proposes: [check applicable project description]

- constructing a main or secondary building. If yes, is the building a dwelling? Yes No
- constructing an addition to a main or secondary building. If yes, is the building a dwelling? Yes No
- demolishing an existing building. If yes, is the building a dwelling? Yes No
- moving an existing building. If yes, is the building a dwelling? Yes No

Required Attachments. The following must be attached to this Application as required by Sec. 50-372 of the Code:

1. **Narrative.** A narrative describing the project. For moving or demolishing buildings, a narrative explaining the desire for the proposed moving or demolition.
2. **Contractor.** The name and address of the proposed contractor(s), both demolition and construction, as applicable. Note that contractor(s) must meet the City's licensing and bonding requirements.
3. **Ownership list.** Report certified by the Oklahoma County Assessor or a bonded abstractor stating the names and mailing addresses for the owner(s) of record whose property is within a 300-foot radius of the exterior boundary of the proposed project, such radius to be extended by increments of 100 linear feet until the list of property owners includes not less than ten individual property owners of separate parcels.
4. **Survey.** For construction projects, a survey of the boundaries of the property, as further described in Sec. 50-372(b).
5. **Detailed project plans.** Floor plans, renderings, elevation drawings; plot plan, drawn to scale showing the location of the proposed project on the lot and all easements, setbacks, curb cuts, and

driveways; and exterior lighting plan, each as applicable and as further described in Sec. 50-372(b)(3), (4), and (8).

6. **Landscape plan.** Landscape plan meeting the requirements and the required number of landscape points as set out in Section B-8 of the Guidelines.
7. **Drainage information.** All applicable information regarding how the project could affect drainage, including a drainage and grading plan, and a certification from the engineer who prepared the drainage plan that the proposed construction: (1) does not change the point of stormwater discharge; (2) does not change the stormwater drainage from sheet flow to point discharge; and (3) does not increase the capacity of drainage pipes. If such engineer cannot certify that (1) through (3) are true, written consent to such circumstances from all affected adjacent property owners must be attached to this application.

Further, the applicant must show the following, as applicable:

- (1) Zero increase in impervious surface area. If the increase in impervious surface area (defined below) from the existing lot configuration to the proposed lot configuration is equal to or less than zero square feet, the applicant must provide a site plan showing the impervious area square footage of both the current site and the proposed site, with clear dimensions such that the square footage of impervious surface area is verifiable. The site plan must also show grading contours and flow arrows indicating the lot's topography.
- (2) Increase in impervious surface area greater than zero square feet. If the increase in impervious surface area from the existing lot configuration to the proposed lot configuration is greater than zero square feet, the applicant must provide a site drainage plan, signed and sealed by a registered professional civil engineer, that delineates existing and proposed storm water runoff patterns. The site plan must also show grading contours and flow arrows indicating the lot's topography. If the site plan indicates an increase in stormwater runoff onto adjacent property, the applicant must also provide:
 - (a) site drainage calculations, signed and sealed by a registered professional civil engineer, showing the 100-year stormwater runoff for the historical and proposed layouts in all directions that affect adjacent properties; and
 - (b) a site plan indicating the proposed efforts to be taken to direct stormwater to the street and/or storm sewer system and away from adjacent properties, such as yard drains and gutters. Any increase in point flows will not be permitted.

See Sec. 50-372 of the Nichols Hills City Code for the definition of "impervious surface."

8. **Color and material samples.** If available and if applicable, color and material samples for all building materials. Note that if color samples are not now available, the Building Commission may condition issuance of a Certificate of Approval on its receipt of such color samples at a later date or assurance from the applicant as to what such colors will be.
9. **Impact on privacy.** Drawings, images, and plans showing details of the project, including information reflecting the impact on privacy of adjacent buildings. The Building Commission also encourages a written statement how the project is generally consistent or is inconsistent with the privacy guidelines set out in Section B-7 of the Guidelines.
10. **Proportionality.** Street-level front elevation for all street-facing sides, drawn to scale, showing buildings and yards on either side of the proposed project.

11. **Pictures.** For moving, demolishing or constructing additions to existing buildings, pictures of all sides of the existing building.
12. **Replacement dwellings.** For applications that include moving or demolishing an existing dwelling, evidence of the: (1) ownership and management of the dwelling owner(s) if the owner(s) or any of them is not an individual; (2) intended owner(s) and occupant(s) of the replacement dwelling; and (3) ability of the intended owner(s) to be able to finance construction of the replacement dwelling.
13. **Additional documents.** Any documents that could be helpful to the Building Commission in its review. Note that the Building Commission may require additional information during its review.

Review of recorded plat and other restrictions is required. Nichols Hill is subdivided into 16 platted subdivisions. Most of those subdivisions are subject to plat restrictions and declarations of covenants and restrictions that are filed of record in Oklahoma County. Such restrictions may be more restrictive than the regulations contained in the Code or in the Guidelines. By filing this Application, applicant will be attesting that applicant has reviewed all such plat restrictions and declarations of covenants and restrictions and that, to the best of applicant's knowledge, the proposed project is or is not consistent with any such restrictions, as set out below.

Review of Building Commission Guidelines is encouraged. The Building Commission will review this Application for general conformance (as applicable to the particular project) with the Guidelines. It is highly recommended that applicant and its architect and/or general contractor review the Guidelines in preparing its submission of this Application.

This Application will be considered officially submitted and filed only after it is examined by the City and found to have met the applicable requirements of the Code and those set out in this Application and after the fee of \$750 has been paid. At that time, the City Clerk will set the Application for hearing before the Nichols Hills Building Commission. Applicant will be advised of the date and time for the hearing. It is highly recommended that applicant attend (or have a representative attend) the hearing and be prepared to answer questions. It is advisable that the applicant's architect and/or general contractor attend as well.

The above statements in this Application and all attachments to it are true and correct.

Check applicable statement below:

- To the best of my knowledge, the project proposed in this Application **is** in conflict with plat restrictions and/or declarations of covenants and restrictions filed of record with the Oklahoma County Clerk.
- To the best of my knowledge, the project proposed in this Application **is not** in conflict with any plat restrictions and/or declarations of covenants and restrictions filed of record with the Oklahoma County Clerk.

Submitted and agreed to this ___ day of _____, 202_.

Signature: _____

Print applicant's full legal name: _____